

SENIOR COURT CLERK (MUNICIPAL COURT)

FLSA Status – Non-Exempt

EEO Code – F/Office and Clerical

Class Code – L610

GENERAL DESCRIPTION OF THE DUTIES

The Senior Court Clerk coordinates the daily administrative activities of the Municipal Court. Additionally this position acts as lead worker to coordinate the work of the Court Clerk I and II, and provides general administrative support to the Municipal Court Judge and City Prosecutor. In conjunction with the Finance Department, this position maintains accurate accounting records, and reviews and balances accounts.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level classification in the Municipal Court Clerk series. This position is distinguished from lower level classifications by the level of responsibility assumed and complexity of the work assigned. Employees perform the most difficult and responsible types of duties assigned to the classifications within the series, including the exercise of considerable judgment. Employees at this level are required to be fully trained in all procedures related to Municipal Court.

SUPERVISION RECEIVED

This position works under the general supervision of the City Attorney.

SUPERVISION EXERCISED

This position exercises lead worker coordination over assigned administrative support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Provides lead worker coordination to ensure that workflow is maintained and assigns work according to changes in workload and priorities.
2. Performs a wide variety of complex administrative tasks under the direction of the City Attorney and provides primary administrative support to the Judge and City Prosecutor.
3. Works with the Municipal Court Judge, City Prosecutor, and City Attorney to revise and keep current all procedures and forms related to the Municipal Court.
4. Enters all traffic citations and misdemeanors, prepares and maintains misdemeanor files. Handles arraignments. Gathers, prepares, and distributes discovery to attorneys. Maintains weekly docket. Serves as lead chair in

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Court. Coordinates jury and bench trials and follows up on all bench probations and diversions. Dispositions all cases.

5. Tracks all citations daily to prepare monthly and annual reports; coordinates victim assistance and restitution; issues summons and warrants; and prepares and files appeals with Circuit Court.
6. Maintains the Municipal Court database, serves as liaison with software company, and balances the system monthly. Serves as Law Enforcement Data System (LEDS) representative.
7. Initiates appropriate actions of the Court following direction from the Judge.
8. Processes expungements.
9. Accepts payments of fines and processes daily deposit. Prepares contractual agreements for citizens needing an extension on their fine assessment. Explains (without entering into the practice of law) alternatives open to defendants and provides them with information concerning their criminal cases, violations, and civil actions.
10. Coordinates collections and prepares write offs.
11. Prepares materials, correspondence, and legal documents for City Prosecutor.
12. Prepares, under the direction of the Judge or the City Prosecutor, court orders, supporting documents, and motions.
13. Participates in the development of goals, objectives, Court systems, and procedures and updates resource materials.
14. Complies with federal, state and City laws, rules, and regulations regarding employment.

OTHER JOB FUNCTIONS

1. Provides back up to other positions during high workload periods.
2. Maintains professional currency by attending conferences and seminars, and meeting with others in area of responsibility. Serves as conference coordinator for staff.

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3. Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- General office practices and procedures;
- City and Department policies and procedures;
- Principles and procedures of financial record keeping and reporting;
- Oregon State Traffic Code and other local and state laws pertaining to the operation of the Municipal Court; and
- Legal terminology encountered in the performance of work.

Skills in:

- Preparing, editing, and composing professional business correspondence;
- Using court computer software;
- Preparing report narratives and statistical report writing;
- Using office equipment such as personal computers, calculators, fax machines, and copiers;
- Planning and organizing work to meet project and work requirements;
- Supervising and training staff;
- Problem solving and decision making;
- Using initiative and judgment in court administration;
- Communicating effectively, professionally, and appropriately with others; and
- Interpreting and explaining policies and procedures.

Ability to:

- Deal appropriately with confidential information;
- Maintain accurate records;
- Establish and maintain effective working relationships with others;
- Remain calm in stressful situations; and
- Work in a safe manner.

EXPERIENCE AND EDUCATION

Any equivalent combination of education and experience that demonstrates the knowledge, skills, and abilities is qualifying. A typical way to qualify would be a high school education, specialized training in office practices and supervision, and increasingly responsible office and accounting experience in the legal field.

SPECIAL REQUIREMENTS

The Senior Court Clerk must be certified on the Law Enforcement Data System (LEDS) within 45 days of hire, and pass an extensive background investigation required for

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LEDS certification. Certification by the Oregon Association of Court Administrators and Notary Public certification are desirable.

PHYSICAL AND MENTAL REQUIREMENTS

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach, and manipulate objects, tools, or controls. The position requires interpersonal skills, teamwork, customer service, fluent English, use of discretion, basic math, accuracy and organization. Duties involve moving materials weighing up to 25 pounds on a regular basis. Manual dexterity and coordination are required over 50% of the work period while operating office equipment, and some work requires repetitive motion. Qualified individuals with a disability and known limitations will be reasonably accommodated to perform the essential functions of this position.

WORKING CONDITIONS

Work is performed primarily in an office environment at City Hall or at the location of the Municipal Court. A small amount of time outside the office is required for attendance at meetings and seminars. Normal work hours are from 8:00 a.m. to 5:00 p.m., but the work schedule may change based upon the needs of the Court.

Approved By _____ Date _____
(City Attorney)

Adopted By _____ Date _____
(City Manager)

Established: 10/94 (Municipal Court Clerk)

Revised: 12/99

Revised: 12/00

Revised: 05/01

Revised: 01/02 (Update Essential Duties and Knowledge, Skills, and Abilities)

Revised: 10/11 (Update Job Title to Better Reflect Actual Position)

Revised: 09/14